



SCHOOL ADJUSTMENT REPORT

Submit through fax and mail ONLY. ["To make an Employee Contribution adjustment older than 12 months, please contact NPERS regarding the procedure."](#)

SCHOOL NAME _____ EMPLOYER NUMBER _____

REPORTING PERIOD		EMPLOYEE NAME	SSN	HOURS REPORTED TO NPERS	CORRECT AMOUNT OF HOURS	HOURS ADJUSTMENT AMOUNT (+/-)	COMPENSATION REPORTED TO NPERS	CORRECT AMOUNT OF COMPENSATION	COMPENSATION ADJUSTMENT AMOUNT (+/-)	EMPLOYEE CONTRIBUTIONS (+/-)
BEGIN	END									

Total Employee Contribution Adjustments (+/-) \$ _____

Explanation of Adjustment:

Total Employer Contribution (+/-) \$ _____

Total Adjustments _____

Submitted via the web on the _____ / _____ Wage and Contribution Report
MONTH YEAR

☐ Check box if this is the result of NPERS audit

EMPLOYER CONTACT SIGNATURE _____

DATE _____

PREPARED BY _____

(FOR NPERS OFFICE USE ONLY)